

Georgia National Guard



HUMAN RESOURCES OFFICE - AGR

1000 HALSEY AVENUE
MARIETTA, GA 30060

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: HQ 2016-011

OPEN DATE: 23 FEB 16

CLOSING DATE: 14 Mar 16

POSITION:

FINANCIAL MGT & CPTL CRAFTSMAN
TECHNICIAN COUNTERPART ADVERTISED: 165-1602
(THIS IS A TEMPORARY INDEFINITE POSITION)

UNIT / LOCATION:

**165 CPTF
GARDEN CITY, GA**

AFSC:

6F0X1 (QUALIFICATION IN AND POSSESSION OF AFSC 6F0X1)

MINIMUM MILITARY GRADE:

SrA/E-4

MAXIMUM MILITARY GRADE:

TSgt/E-6

ASVAB:

G: 57

POSITION NUMBER:

09680241L

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO ALL PERMANENT AGR MEMBERS OF THE 165TH AW. THERE IS NO AGR RESOURCE FOR THIS POSITION. THEREFORE, YOU MUST ALREADY BE EMPLOYED AS AN AGR WITH THE 165TH AW AND NOT IN AN FENCED AGR POSITION, AS THESE PERSONNEL CAN NOT MOVE THEIR AGR RESOURCE WITH THEM.

SPECIAL NOTES:

THIS ANNOUNCEMENT IS ADVERTISED IAW ANGI 36-101, PARAGRAPH 2.8.3.1. THIS POSITION IS ADVERTISED AS TEMPORARY INDEFINITE UNTIL THE DEPARTING INDIVIDUAL IS EITHER RESTORED OR THE RESTORATION PERIOD EXPIRES. IF SELECTED, THE INCUMBENT MAY BE REQUIRED TO VACATE THIS POSITION IF THE DEPARTING INDIVIDUAL ENACTS HIS/HER USERRA RESTORATION RIGHTS.

IAW ANGI 36-2101

2.20.1. Any member assigned to a SMSgt / E8 position must complete the USAF Senior Non-Commissioned Officer Academy (SNCOA) in-residence or by correspondence within 36 months of assignment.

PROMOTION TO SMSGT IS CONTINGENT UPON AVAILABILITY OF AN APPROVED CONTROL GRADE.

WITH THE EXCEPTION OF A RESUME OR SNCOA CERTIFICATE OF COMPLETION, ANY ADDITIONAL DOCUMENTATION NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, LETTERS OF RECOMMENDATION, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTATION LISTED ON THE ANNOUNCEMENT.

All applicants must scan & submit the following documents in the order listed below via email:

- ☐ **NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position)(Dated – 11 Nov 13).**
 - Announcement number and position title must be annotated on the form.
- ☐ **Report of Individual Personnel (RIP)(Must Be Current)**
 - RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF).
 - Select Record Review and Print/View All Pages.

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- ❑ **Report of Individual Fitness (Must Be Current)**
 - Print from the Air Force Fitness Management System (AFFMS)
 - Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program.
- ❑ **Enlisted Brief or Active Duty Enlisted CDB**
 - Current Active Duty members only. This document can be obtained from the AF Portal.
- ❑ **DD 214 (Certificate of Release or Discharge from Active Duty)**
 - Former USAF members only.

BRIEF DESCRIPTION OF DUTIES

This position is located in the Air National Guard (ANG) 165th Airlift Wing. The purpose of this position is to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial management services and accounting functions. Incumbent uses complete understanding of interrelated systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIRED FOR THIS POSITION:

- A. Knowledge of Department of the Air Force and the National Guard laws, regulations, policies, procedures and precedents that pertain to the Financial Management function.
- B. Ability to work effectively under pressure of tight time frames and rigid deadlines.
- C. Knowledge of ANG Financial Systems.
- D. Ability to plan, organize and explain the differences between Military, Travel and Civilian pay allowances.
- E. Ability to work well independently or in a group on assigned tasks to meet deadlines under pressure.
- F. Willingness to learn new tasks, perform additional duties to support Air Force and Air National Guard missions, perform temporary duty at various locations to increase versatility and improve job performance.

AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for an initial active duty tour of one (1) to four (4) years. Subsequent tours will be from one (1) to five (5) years. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to **AFSC: 6F0X1 at 165TH CPTL**, Garden City, GA. If a selected applicant's grade is higher than the announced grade of the position (Enlisted Only), the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

QUALIFICATION REQUIREMENTS

- Member must possess the required **AFSC: 6F0X1** or meet qualification requirements IAW ANGI 36-101, the Air Force Enlisted Classification Directory (AFECD) and Attachment 4 of the AFECD (Mandatory AFSC Entry Requirements).
- The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does **not** possess the AFSC, must sign an agreement (AF 2096 – must be accomplished before orders are published) to retrain IAW ANGI 36-101 to include the following statement:
 “I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour.”
- If the UMD position requires a mandatory training school for the award of the 3-level AFSC, the member may be assigned immediately. If the member fails to successfully complete the required formal training IAW AFI 36-2201, Volume 2, *Air Force Training Program-Training Management* and AFI

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36-2101, *Classifying Military Personnel (Officer and Enlisted)* or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.

- For vacancies advertised as AGR (ex: 116 AGR) only, enlisted members currently serving in AGR status may be considered or selected for a vacant position **without** possessing the advertised AFSC.
- If a member who does **not** currently possess the advertised AFSC is selected, the selecting official must provide justification **if** individuals possessing the advertised AFSC were also interviewed and **not** selected.
- The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.

OTHER REQUIREMENTS

- Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Selected applicants with 15 or more active duty years of service require a waiver from NGB/A1 to enter into the Georgia Air National Guard AGR program.
- Member must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case-by-case basis.
- **AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.**

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applications must be typed or printed in legible dark ink. Sign and date the application.
- Be sure to correctly annotate the announcement number and position title on your application.
- Incomplete application packages (i.e. failure to explain “yes” answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Applicants must furnish the required documentation as specified in the announcement. If required information is not provided, consideration will not be given in the qualification process.
- Scan documents as one file in the order listed on page one (.pdf file format only).
- Limit file size to less than 3MB (1MB or less is ideal).
- **Place only the following information in the subject line of your email: Announcement Number / Full Name (Example: ACW 001-2015 / Jane S. Doe).**
- Hard-copy and faxed applications will not be accepted.

Email applications to: ng.ga.gaarnng.list.ngga-hro-agr-jobs@mail.mil
Applications must be received by midnight on the closing date.